

Software User's Manual

Improvement on VITA website (Administrator's manual)

Team #8

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Version History

Date	Author	Version	Changes made	Rationale
11/20/12	Woochan Jun, Jeonghoon Yun,	1.0	<ul style="list-style-type: none">Initial template has been made	<ul style="list-style-type: none">Initial prototype report, version 1.0 for Draft TRR package
12/05/12	Woochan Jun	1.1	<ul style="list-style-type: none">3. Operational Procedures has been updated4.1 Frequently Asked Question has been updated4.3 Note has been updated	<ul style="list-style-type: none">To meet on response to Evaluation of Draft TRR PackageTo fulfill client requirement on CCD meeting

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1. Introduction

1.1 System Overview

USC VITA website provides convenient functions for users including client, volunteer, and administrator. Users visiting USC VITA website is able to see various information helping out to understand functions it provides and organization itself. To put it briefly, this website is for mainly four users; guest, client, volunteer, and administrator. First, guests are able to get familiar with USC VITA website by seeing information it shows to them. Second, clients can make and cancel an appointment through this system. Third, volunteers can make application submission, and they are also able to schedule their volunteer works. Lastly, administrator generally manages users by using given functions to do it. This improved website would help USC VITA to attract more clients and volunteers, and this system would significantly save the time spending for whole procedures of USC VITA income tax return assistance service.

1.2 System Requirements

1.2.1 Hardware Requirements

For minimum requirements for the server hardware, Intel® XEON E3220 processor, 2.00 GB RAM, static IP address, 100 GB / month data transfer capacity, 1500MB disk space and fast Ethernet connection are required.

1.2.2 Software Requirements

For minimum requirements for the server software and middleware, server operating system, MySQL Databases, and PHP are required.

1.2.3 Other Requirements

There are no more requirements except for the above hardware and software requirements.

2. Installation Procedures

2.1 Initialization procedures

There is no procedure for initialization.

2.2 Re-installation

If administrator wants to reinstall the system, for example, in the case of transiting the system to new webhosting server, what we need to do is download all files on current webhosting server, then upload all files on new web space by using FTP Client program, such as FileZilla.

2.3 De-installation

When administrator wants to permanently delete the system, he/she needs to delete all files stored in the server.

3. Operational Procedures

3.1 WordPress

Step 1: Log in administrator's page (uscvita.com/lu.com/wordpress/wp-admin), then administrator can see administration panel on the screen.

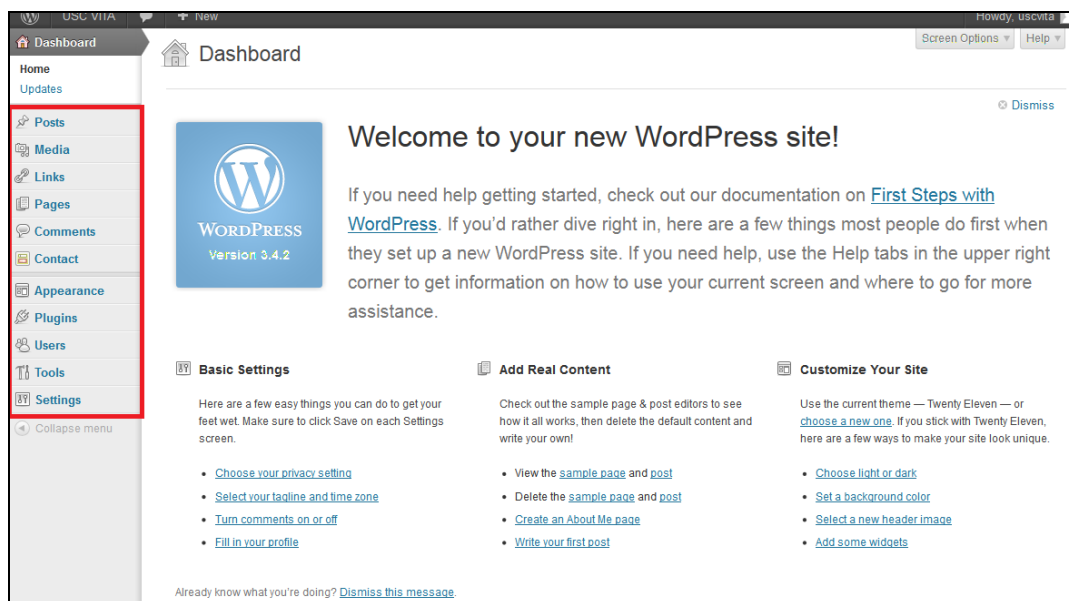


Figure 1: Wordpress Administrator's page

Step 2: Choose one of menus marked in red color, and make any changes regarding schema and function.

3.1.1 Change theme on WordPress

Step 1: Refer above '3.1 WordPress step 1', and click 'Theme' under appearance on the menu.

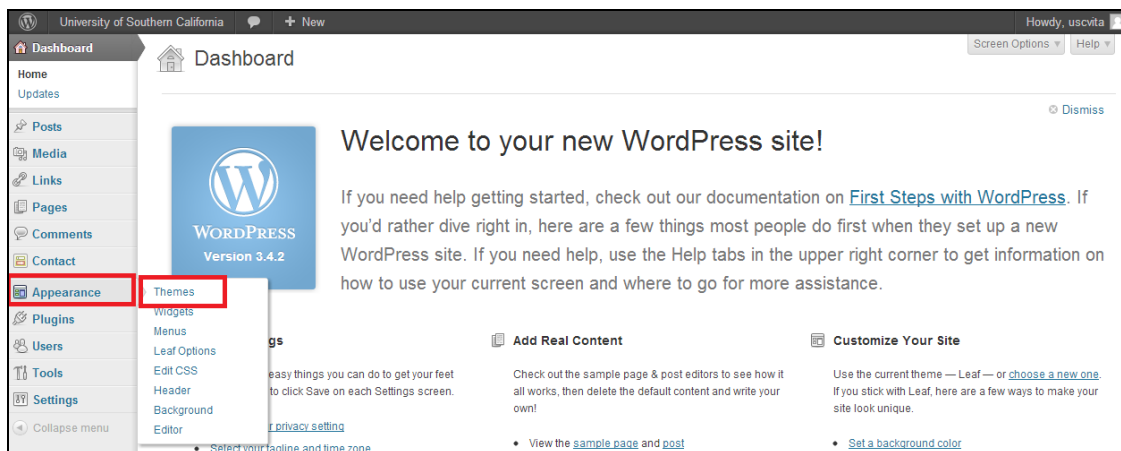


Figure 2: Change Theme on WordPress

Step 2: Available themes are listed on below, or administrator can install other themes by click 'Install Themes' menu on the top of site.

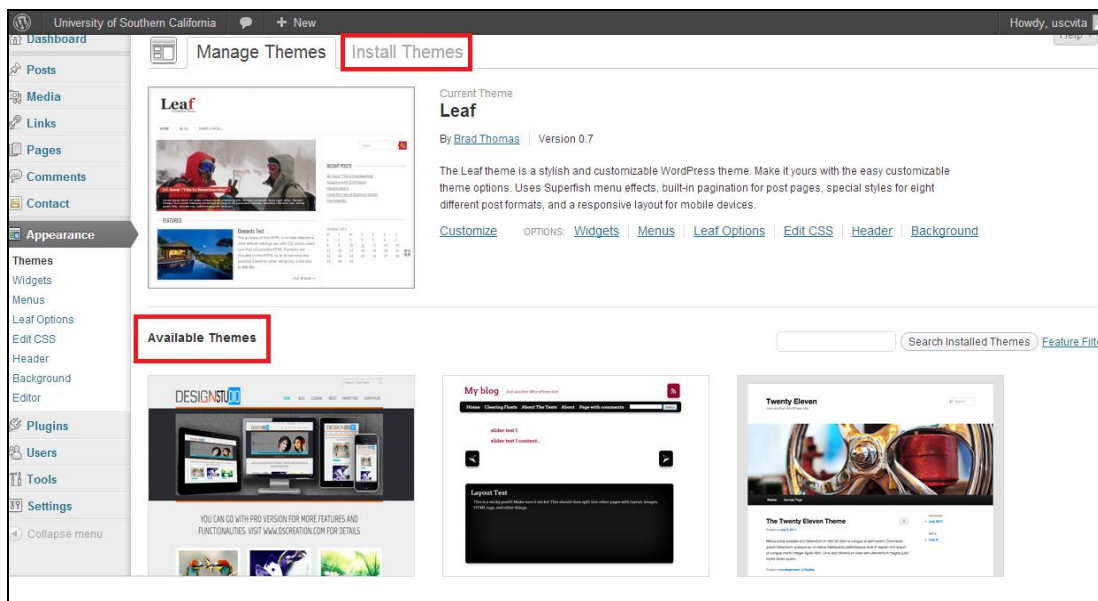


Figure 3: Manage Theme page

Step 3: When click ‘Install Theme’, administrator can see below page, and he/she can finds specific theme by setting options, or just click ‘Find Themes’ button on the below.

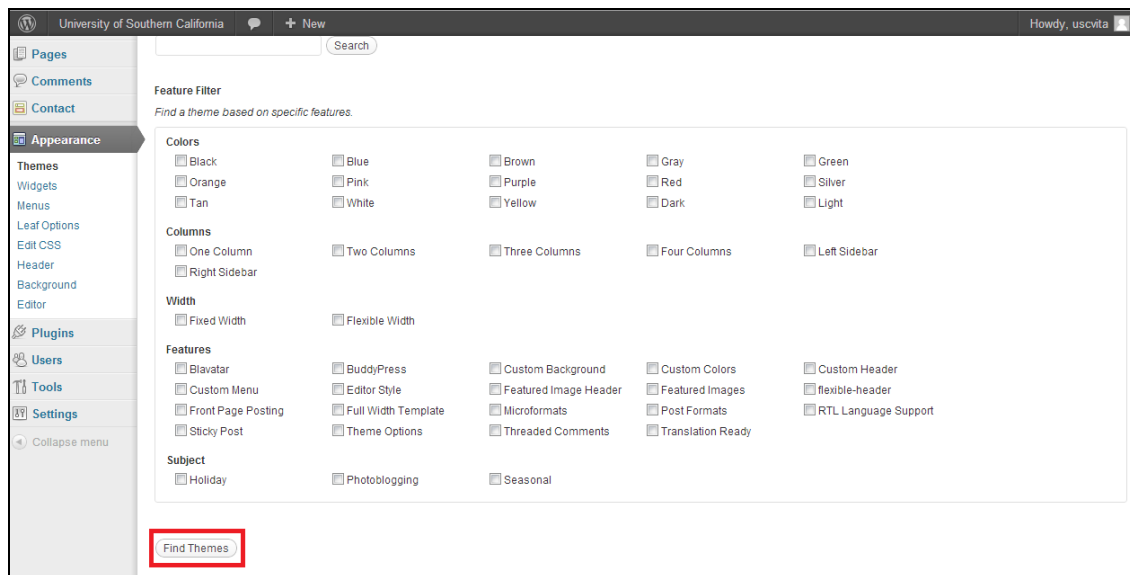


Figure 4: Install Theme page

3.2 Google Drive

Step 1: Log in Google Drive, then administrator can see document list.

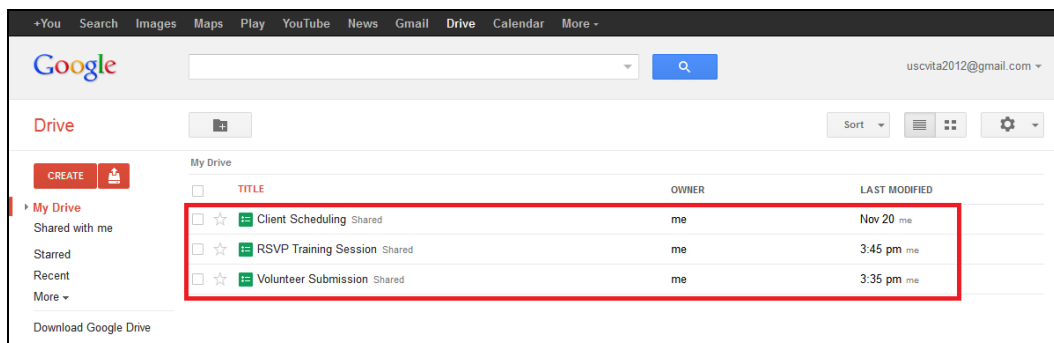


Figure 5: Google Drive - My Documents Page

Step 2: Click one of documents want to see or make a change. Administrator can view or modify Client Scheduling, RSVP Training Session, and Volunteer Submission contents here. Since below steps are exactly same for each other, one example will be introduced to guide administrator views or changes each Spreadsheet.

Step3: (If Client Scheduling is clicked) Administrator can view all appointments made by clients.

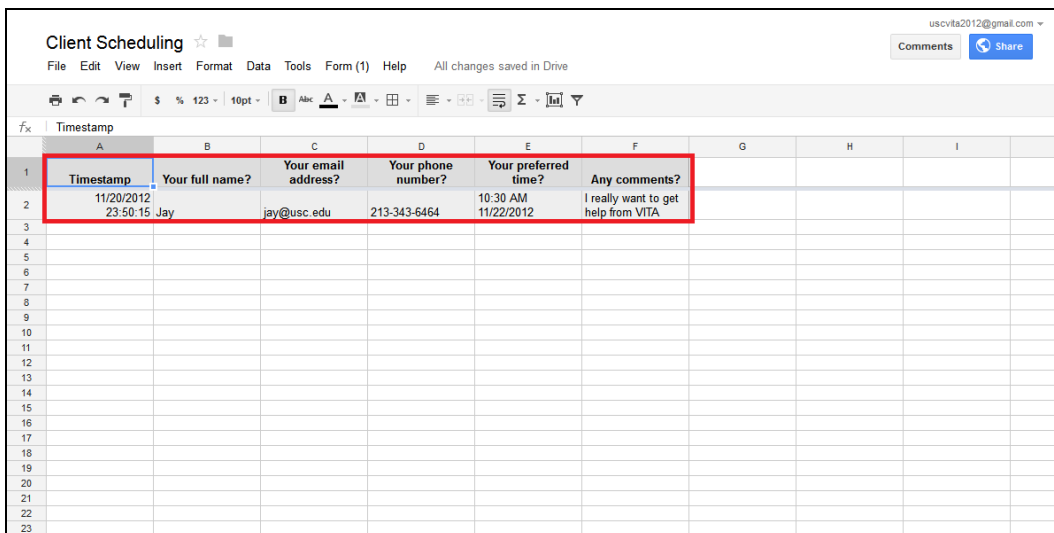


Figure 6: View one of Google Spreadsheet

Step4: (If administrator wants to change contents or field name) Click Edit form menu under Form menu.

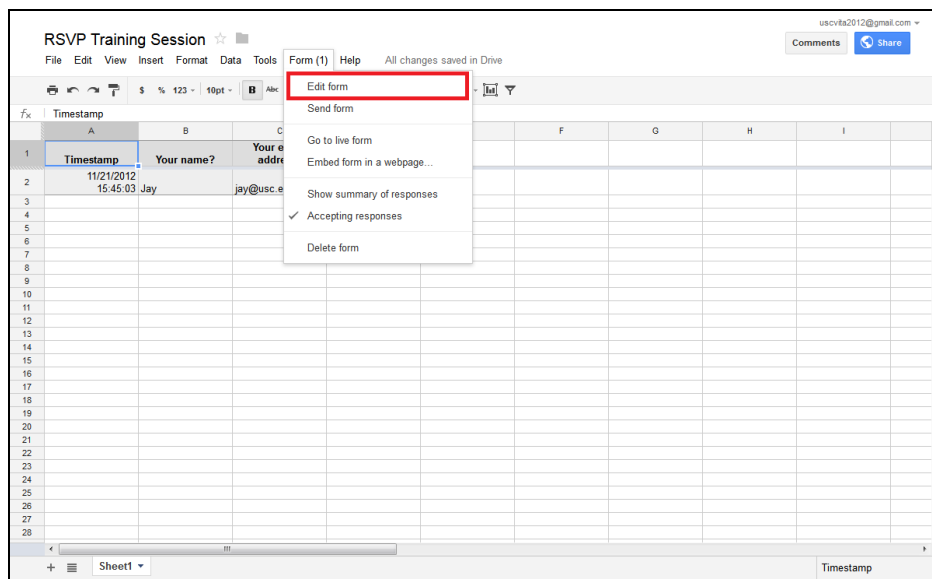


Figure 7: How to change contents or field

Step5: Administrator can add field by clicking add item menu and also can change contents by clicking each field (second red squared region)

Figure 8: Modify contents or field

3.3 Volunteer Spot

Step 1: Log in VolunteerSpot (www.volunteerspot.com), then administrator can see the page like the below figure. Click “My Activities” menu to see volunteer list and schedule.

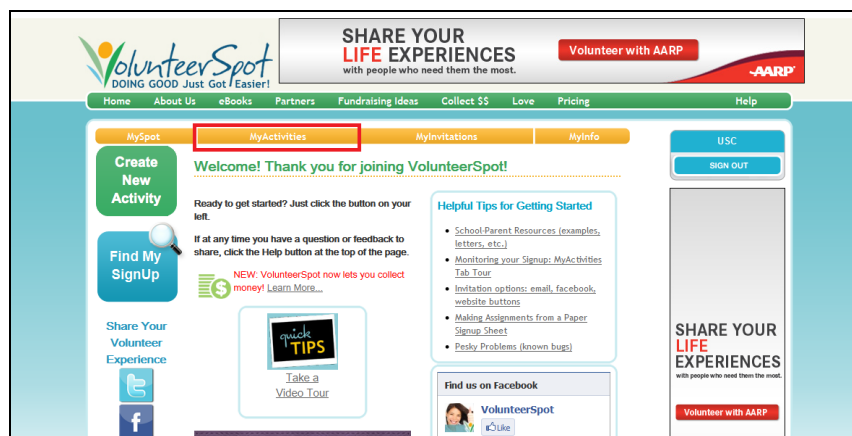


Figure 9: The first main page will be appeared after log-in

Step 2: Choose one of Date for volunteer work, then press right button of the mouse. First of all, administrator can see volunteer list by choosing volunteers tab on the top of page. Second, administrator will be able to see submenu after clicking the mouse right button. If administrator wants to make a new volunteer work, press “Plan This Day” menu. In addition to plan a volunteer work, administrator can make a change on existing event by choosing “Make Changes” menu. Further details to make changes on event are introduced in next step.

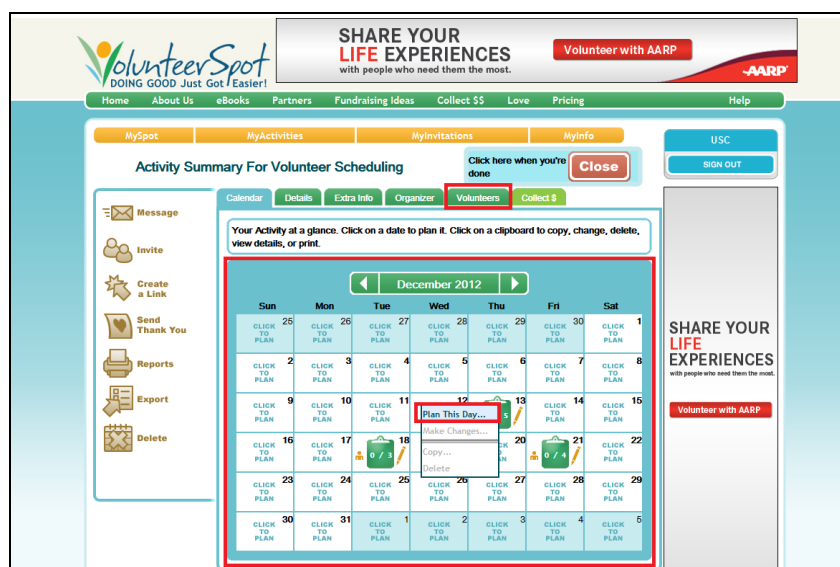


Figure 10: My activities page

Step 3: After clicking “Make Changes” menu, administrator can make any changes on existing event.

SHARE YOUR

Organize Your Volunteer Activity - Volunteer Scheduling

Plan tasks for Thursday, 2012 December 13 by clicking the gold buttons below.

What do you want volunteers to do? Add a TO DO Task

What do you want volunteers to bring? Add a TO BRING Task

Task List

Volunteer work #1 8:00 am - 9:00 am 5 Edit... Assignment(0)

What do you want people to signup TO DO?

Add new TO DO Task for "Volunteer Scheduling" on Thursday, 2012 December 13: Save Cancel

1 What is the name of this job, task, or shift? (What will people be doing?)
Volunteer work #1
☐ I don't have a name, people should just come and participate.

2 How many people can sign up? 5

3 (optional) What time should people show up?
☐ No times need to be specified
☐ Start Time
☒ Start and End Time
8:00 AM to 9:00 AM

4 (optional) Job description or extra details? (for this task)

Save Cancel

Figure 11: Administrator page

4. Troubleshooting

4.1 Frequently Asked questions

Q: Can I ask a question after the end of semester?

A: Sure, developers will take care of your problems regarding this system. You are welcome to contact them even after the end of semester.

Q: How can I make a payment for continuing .org domain?

A: We already let you know account name and password for godaddy.com for using .org domain. You can extend your contract for the use of next year at this website.

Q: What is username and password for godaddy.com? I need this information to maintain our website's domain extension.

A: username: uscvita password: Uscvita2011

4.2 Error Codes and Messages

The system does not have any error codes, and they will not appear in the future, too.

4.3 Note

Current domain service (www.uscvita.org) is only valid for a year. This expires on 11/17/2013. We hope you do not forget to continue payment if you want to use this domain continuously. For the security reasons, we want you change all of administrator's account and password change as soon as you receive final deliverable.